

The Community Investment for Families Department (CIFD) is inviting applications for Community Development Block Grant (CDBG) funds for property acquisition projects for the Consolidated Plan Program Year 49-Reprogramming.

APPLICATIONS WILL BE ACCEPTED FROM AUGUST 1 TO AUGUST 15, 2023.

Acquisition projects are those that utilize CDBG in order to acquire real property either in whole, or in part by purchase, long-term lease, donation, or otherwise for any public purpose. CDBG funds may be used for real property acquisition and must meet a "national objective."

APPLICATION SUBMISSIONS

What: Complete the information in this document and submit the file with applicable attachments and photos (JPEG, PDF, Word, Excel formats only) via email:

To: cifd-grantsadmin@lacity.org

When: By 12:00 p.m. (PST) on Tuesday, August 15, 2023

MANDATORY Orientation and Application Submittal Guidelines:

In order to move forward in the application process for Program Year 49-Reprogramming (PY 49-R), you **MUST** attend a Mandatory Orientation to be able to submit an application. Please RSVP to Grants Admin: cifd-grantsadmin@lacity.org. Registration is required.

More information on the 49th Program Year 2023-24 Housing and Community Development Annual Plan can be found here:

<https://communityinvestment.lacity.gov/consolidated-plan/consolidated-plan-latest-action-plan>

To be considered for CDBG-R funding, acquisition projects must be able to close/fund by March 31, 2024. Non-profits who are interested in applying must have current ongoing CDBG funded projects or have had federal funding in the past two years. City departments and city affiliated entities can also apply.

For these applications, CDBG funds will only be used for acquisition costs. CIFD will not review applications for construction, rehabilitation, or ongoing operation/service costs. The most competitive applications will be those that have minimal to no rehabilitation needs (as these can extend the time for environmental clearance as well as the completion of the national objective). An applying entity must demonstrate a 2-year (minimum) history in providing end-use services for which the acquisition of property is intended. Prior to acquisition, all applications recommended for funding must have a completed environmental clearance and executed City agreement. Other factors that will be evaluated when considering project readiness may include, but are not limited to: length and complexity of environmental clearance, the level and proportion of other secured funding for the acquisition, relative to the full purchase price, the demonstrated capacity of the applicant to use federal funds in compliance with regulations, and the capacity of the applicant to complete acquisition by March 31, 2024.

Please note that staff review submitted applications for eligibility and readiness according to HUD's requirements, with a targeted focus on recommending funding for projects that have a completion schedule that will support spending 100% of the amount requested by March 31 2024.

TECHNICAL ASSISTANCE

Please submit questions to cifd-grantsadmin@lacity.org. Provide your name, contact information and project name, and a CIFD staff member will contact you to provide assistance.

CDBG Requirements Overview

CIFD will offer two virtual MANDATORY two-hour information sessions that will provide important information relative to the application, federal rules, and contractual requirements that you will be responsible for if your project is selected for funding. Potential applicants only need to attend one of the meetings, not both.

Thursday, July 27, 2023 or Monday July 31, 2023

1:00pm - 3:00pm

via Google Meet online

Email your R.S.V.P. to cifd-grantsadmin@lacity.org and we will reply with the meeting information and access details. Last day to RSVP will be Wednesday, July 26th, 2023 at 4:00pm.

CDBG Technical Assistance Overview

CIFD will answer questions and provide technical assistance (TA) about: completing and submitting the application, federal rules, and contract requirements that will apply if your project is selected for funding.

The TA will be conducted via telephone, email and/or online remote meetings (Google Meet) from **Tuesday, August 1, 2023 to Monday, August 14, 2023 from 9am to 3pm.**

Much of the information requested in the application is self-explanatory. For some questions, we have provided examples or further explanation in "pop-up" fields that appear when you click in the question and/or response fields. If you do not know the answer to any question, please leave blank or indicate n/a as applicable.

For example: Where can I get the Assessor's Parcel Number (APN)?

Information on property, including APN, zoning and year built, can be found at www.zimas.lacity.org.

1) Project Name: _____

2) Contact for further information on the application:

Name & Title _____

Phone _____

E-mail _____

3) Provide the full, legal name of the entity to receive the CDBG funds. Indicate if it is a nonprofit, city or a public entity (Nonprofit agencies attach Articles of Incorporation).

Private Nonprofit

LLC

Corporation

City Department

Other Public Entity

Name: _____

4) Project Site Address: _____

Assessor Parcel Number
(APN): _____

5) Provide the name of the current legal owner of the property and seller/seller's agent information (if known). Provide Title Report.

6) Discuss the total scope of the project using all funding sources (not only the potential CDBG funded portion). Provide a detailed description of the project activities, e.g., specify if project involves ongoing activities, acquisition, rehabilitation, renovation, demolition, and/or new construction.

7) What is the total Cost of Entire Project (Fill out information on Funding Tab)

8) Have you already obtained a current formally commissioned appraisal? If yes, who conducted the appraisal, please attach. If no, when will you have the appraisal completed by? Do you have the property listing advertisement?

9) Amount of CDBG funds being requested:

NOTE: CDBG funds are for the acquisition of property only, not for rehabilitation or any other costs, please see the Attachment Checklist for documents to attach for review.

10) What stage is the acquisition in? Have you already contacted the seller? Are you in escrow?

11) Discuss factors that could impact the timeline identified in the Timeline Tab or potential delays that may change the projected date for completion:

- 12) CDBG requires that every project meet a "National Objective." In order for us to determine if your project meets this requirement, please complete one or more of the following sections:
- a Area Benefit (LMA): **If applicable**, describe how the project will benefit all residents in a specific area. Define the boundaries of the entire area that will benefit from your project. Provide a map of the area with the boundaries marked and an "X" where your project is located.

 - b Services (LMC): **If applicable**, describe the services that will be provided at the site(s), the specific population(s) that will be served, what entity will provide the services. How will your project document that more than 51% of the persons served are low / moderate income? How many years has your organization provided these services? Provide an example of a participant intake form.

 - c Slum / Blight: **If applicable**, tell us how your project will eliminate a specific threat to public health or safety posed by a physical condition of a building or property. (Attach report or Notice to Correct code violations.)
- 13) Describe how the project will be maintained and how you will ensure it will continue to be used for at least five (5) years after completion (acquisition projects are routinely monitored for up to 20 years). Who will maintain it? How much will it cost to maintain (annually for example)?
- 14) For this project what are the planned source(s) of funds for maintenance costs? What is the plan to provide services and/or access after the project is complete?

- 15) Describe your experience with CDBG or other federal grants. Include the name of your last project, name of grant, amount awarded, when it was awarded, how was the grant used, and whether the project was completed.

16) PHASE I & II ENVIRONMENTAL ASSESSMENT REVIEWS

Is the Phase I Assessment completed? (If yes, please attach the Phase I Environmental Report)	YES	NO	UNSURE
Is the Phase I Assessment current (within 180 days)?	YES	NO	UNSURE
Is the updated Phase I Assessment Attached?	YES	NO	UNSURE
Does the Phase I Assessment suggest a Phase II or additional assessment?	YES	NO	UNSURE
If suggested, is the Phase II or additional assessment completed? (if yes, please attach the reports)	YES	NO	UNSURE

17) HISTORIC REVIEW

Age of building: _____			
Original date of construction: _____ (attach a copy of the original building permit)			
Is the building located in a historic site?	YES	NO	UNSURE
Is the site located in a historic district?	YES	NO	UNSURE

18) PLANNING

Name of City Planner consulted: _____			
Date: _____			
Tel #: _____			
Does the project comply with the district plan?	YES	NO	UNSURE
District Plan Name: _____			
Will there be a zone change?	YES	NO	UNSURE
Current Zone: _____			
Will project cause a change of use in site?	YES	NO	UNSURE
Current Use: _____			
Is site located in a flood zone?	YES	NO	UNSURE
Does agency have flood insurance? (please attach copy of flood insurance)	YES	NO	UNSURE

19) ENVIRONMENTAL CEQA STATUS (Check with City Planning Department)

Please check one and attach copy.

- Ministerial (CEQA does not apply-may proceed to Building and Safety, no City Planning action required)
- Categorically Exempt
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report
- Reconsideration of previous Environmental Review
- Check here if you are unsure.

Please provide the following information for all filed cases

Case Number:	_____
Date filed:	_____
Date Completed:	_____
End of Comment Period:	_____
Date Adopted/Certified:	_____
Date Filed with County Clerk:	_____
Exhausted All Appeals Date:	_____

20) ARE THE FOLLOWING ACTIVITIES PROPOSED FOR YOUR PROJECT

REHABILITATION OF BUILDINGS BUILT PRIOR TO 1978? (If you answered "NO", or don't know, please skip to question #25) (If yes, please attach BOTH Asbestos Survey & Lead-Based Paint Survey)	YES	NO	UNSURE
DEMOLITION? (If yes, please attach demolition plan or evidence that one is being prepared)	YES	NO	UNSURE
DEMOLITION OF BUILDINGS/STRUCTURES BUILT PRIOR TO 1978? (If yes, please attach BOTH Asbestos Survey & Lead-Based Paint Survey)	YES	NO	UNSURE
RELOCATION? (If yes, please attach relocation plan)	YES	NO	UNSURE
NEW CONSTRUCTION? (If yes, please attach soil report)	YES	NO	UNSURE

21) ARE ANY OF THE FOLLOWING PRESENT AT THE PROJECT SITE?

Lead	YES	NO	UNSURE
Asbestos			
California Oak, Southern California Black Walnut, Western Sycamore, Or California Bay Trees? (If yes, attach color photos)	YES	NO	UNSURE
Storage Tanks? (Either Underground or above ground). If "yes", please attach color photos	YES	NO	UNSURE
Transformers?	YES	NO	UNSURE

22) ENVIRONMENTAL NOISE

Will the site have an existing environmental noise problem?	YES	NO	UNSURE
Will the site create a noise problem?	YES	NO	UNSURE

23) SITE PHOTOS OF THE AREA: Attach photos to the application with the following perspectives to and from the site.

- Each building on the block
- Up the block
- Down the block
- Across the street
- Historical points of interest (within 1/2 mile radius)

24) CONSTRUCTION PLANS AND PERMITS

Are the plans approved and permit(s) issued by the Dept. of Building and Safety (LADBS)? If necessary, has the Planning Dept. issued land use permit or variance to conform with zoning regulations? (Please check one box only.)

- Yes, plans are approved and permits have been issued by LADBS for the project (attach project permit)
- Plans are approved by LADBS but waiting for permit to be issued
- Submitted plans only to LADBS and waiting for approval
- Submitted application to Planning Dept. for land use permit variance/zone change and waiting for approval
- No plans and permits submitted.

Capital Project Timeline/Milestones

Project Title:
CDBG Funding Requested: \$
Total Cost of Project: \$

Milestone	Description	Date (MM/YYYY)
Appraisal	Provide the date that the applicant expects to have the appraisal. Use the current date if applicant has appraisal already.	
Environmental Review Historical Review Zoning Changes	Complete the Environmental Checklist on the Application. Provide the date that the applicant expects that all Environmental reviews will be completed; remediation and/or removal of hazardous waste addressed.	
Financing	Provide the date all funds are expected to be secured (assume this application is funded).	
Buyers Notice of Intent to Purchase/Offer Letter	Provide the date that the applicant and seller will complete the standard offer letter and agreement.	
Relocation	Provide the date it is expected all site occupants will be relocated. Write "N/A" if there is no relocation.	
Expected Closing Date	Provide date.	
Construction (if needed)	Start Date	
Construction (if needed)	End Date	
Ready for Use	Provide the expected date when the project will be completed, receive certificate of occupancy or open to the public or end users.	
National Objective	Provide the expected National Objective completion date. All jobs created/filled, project completed and serving a low/mod area, low/mod clientele or have addressed slum/blight.	

USE			
Cost Category	CDBG	Other Funds	Total
Acquisition			
Relocation			
Demolition/Clearance			
Architect/Design			
Permits			
Environmental Tests			
Other:			
Other:			
Construction*			
Contingency			
Total**			

*Does the estimate include Davis-Bacon (federal prevailing) wage?

YES

NO

SOURCE			
Funding Source	Amount (\$)	Committed (Y/N)	Proof Attached (Y/N)
Total**			

**Grand Totals of Sources and Uses should be equal.

Funding: Are all funds to complete the project committed? If not, provide explanation why funds are not committed, how and when remaining funds will be secured. Discuss funding restrictions, if any.

Checklist

Attached

		Yes	No	Comment
1	Property Title Report (Question #5)			
2	Property Appraisal Report (Question #8)			
3	Property Listing/Advertisement (Question #8)			
4	Map of area to benefit (Question #12a)			
5	Example of intake form (Question #12b)			
6	Notice to Correct code violation or report on condition (Question #12c)			
7	Phase I Environmental Assessment Report (Question #16)			
8	Updated Phase I Environmental Assessment Report (Question #16)			
9	Phase II or additional environmental assessment (Question #16)			
10	Copy of flood Insurance (Question #18)			
11	CEQA (Question #19)			
12	Asbestos Survey (Question #20)			
13	Lead-Based Paint Survey (Question #20)			
14	Demolition Plan (Question #20)			
15	Relocation Plan (Question #20)			
16	Soil Report (Question #20)			
17	Pictures of Any/All Trees Identified (Question #21)			
18	Site Photos (Question #23)			
	a Each building on the block			
	b Up the block			
	c Down the block			
	d Across the street			
	e Historical points of interest			
19	Proof of funding commitments			
	Business Documents (for nonprofits)			
20	Articles of Incorporation			
21	Bylaws			
22	Business Tax Registration Certificate (BTRC)			
23	Federal Tax Exemption Determination Letter			
24	List of Board Members			
	Additional Attachments, if applicable and available			
25	Continuation of Responses / Additional Sites			